

Glassboro Public Schools
School Counselor's Monthly Report

School: **Dorothy L. Bullock**

Submitted by: **Katie Evans**

Month and Year: **May 2026**

School Days in Month: **20**

Total Number of Counselees: **184**

Individual Sessions: **126**

Number of Students in Group Sessions: **58**

Number of Classroom Lessons: **21**

Total number of Parent Contacts- By Phone: **47**

By Email: **88**

Parent sessions: **6**

Total Number of Consultations with Teachers, Administrators and Child Study Team Members:
816

Total Number of Conferences with Teachers, Administrators and Child Study Team Members:
8

Total Number of Contacts with outside Services, Agencies, Schools: **50**

Meetings Attended: Admin/CST/Guidance (5/11); District Character Council (5/12); NJMTSS (5/12); IEP Initial (5/12); School Character of Champions (5/13); Rutgers Mental Health (5/14); 504 Annual Review (5/22); 504 Annual Review (5/22); 504 Annual Review (5/26); 504 Annual Review (5/27); 504 Annual Review (5/27); 504 Annual Review (5/27); 504 Annual Review (5/27); 504 Annual Review (5/29)

Trainings Attended:

Additional Activities:

Threat Assessment:

-preliminary threat (1)

-threat assessment ()

504:

- consultation with teachers regarding 504 plans
- 504 acceptance of responsibility forms
- reevaluation 504 packet ()
- updated 504 plan (3)
- 504 teacher feedback form (1)
- written consent for 504 meeting and meeting invite email (14)
- virtual 504 teams meeting link (9)
- 504 consent for plan (12)
- 504 annual review (8)
- 504 reevaluation meeting ()
- 504 meeting reminder (8)
- 504 initial eligibility packet ()
- new 504 plan developed ()
- 504 termination notification (1)
- 504 ineligibility letter ()
- 504 amendment without meeting ()
- 504 initial consent ()
- shared projected OT goals for 26-27 (1)
- shared 504 transfer plan (1)
- shared OT evaluation report (1)
- draft plan (6)
- provided copy of current 504 plan to families (2)
- rescheduled 504 meeting (2)

Character:

- email reminder about livestream event on 5/26
- Livestream event to display Love Talent Showcase and introduced text of the month- "Last Stop on Market Street" (5/26)
- presented certificates to students who participated in Love showcase
- creation of Love PP Character Talent showcase with Dr. Castro
- email invite with livestream event on 5/26
- created character meeting agenda
- supported students attending meeting-student council reps
- ran School of Champions Character meeting
- created Love lesson for classroom guidance
- classroom counseling sign-up via google form
- email reminder about Champions Character meeting with agenda attached

-provided donations to art show

NJSLA Testing:

- created Chain of Custody agreements each day
- testing day reminder sheets
- organized testing folders with scripts, roasters, accommodation lists, testing tickets
- supported Cambium new platform
- trouble-shot any tech issues
- switched around staff as needed for coverage
- checked out and monitored secured test materials
- shredded secure test materials
- passed out scrap paper, pencils, and various supplies for testing each day
- distributed and reviewed NJSLA security agreement
- distributed headphones for NJSLA testing
- NJSLA accommodation list and updates
- NJSLA testing reminders and cheat sheet
- NJSLA testing schedule reminder
- classroom set up reminder for NJSLA testing
- resolved NJSLA testing accommodation issues
- helped coordinate make-up testing schedule and supplies
- tested students during make-up testing window

Other:

- bookbag (1)
- Care Solace warm hand-off ()
- recommend Mobile response support ()
- shared counseling resources ()
- attended and supported at spring concert (5/21)
- attended and supported at art show (5/26)
- coordinated Rodgers Kindergarten tour visit-shared Power Point resource
- CICO students (3)
- supported 5th grade camping trip (5/29)